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Memorandum for: NYW Group Commanders, ES Officers, Incident Commanders

24 January 2002

From: NYW/DOS

Subject: Emergency Services Administrative Procedures

Requests for Group Level Training Mission Numbers

Groups should submit quarterly requests for reimbursed local training missions to NYW/DOS to ensure that sufficient funds are allocated via the quarterly CAPF 10's. At least tentative dates and anticipated reimbursement are to be submitted by the middle of August, November, February, and May.

NYW/DOS submits a CAPF 10 for each fiscal quarter to cover group level, reimbursed training missions. Approximately 20% of the wing ES training funds are reserved for this purpose. Groups desiring to do local training must provide date, location, nature of training, name of incident commander, and estimated funds no later than 30 days in advance of any reimbursed activity. A detailed training plan must be submitted no later than two weeks in advance of the activity. Any activity that will require more substantial funds (greater than six hours per aircraft assigned to the group) must be requested on a CAPF 10 no later than 45 days in advance of the activity. Mission numbers will be assigned by the NYW LO and/or NELR.

Groups desiring a non-reimbursed Wing mission number for local training must request it at least two weeks in advance stating the date, location, name of incident commander, and a plan for the activity. Mission numbers will be formatted as: NYW-mm-yy-nn where mm is the month, yy is the last two digits of the year and nn is a sequential number for the calendar year.

Groups that desire to do local, non-reimbursed training under a local training number may do so by notifying NYW/DOS two weeks in advance of the date, location and name of the incident commander. Mission numbers will be formatted as: ggg-mm-yy-dd where ggg is the group designation (i.e. SEG, MEG, etc. or NY134 mm is the month, yy is the last two digits of the year, and dd is the day of the month of the training.

CAPF 100 Processing for CAPF 101 and CAPF 101T Issue and Renewals

DO NOT SEND THIS DATA TO NYW HQ, please follow the instructions below..

The following procedures do not change or supplement the CAP ES regulations which do not recognize the organizational entity of a Group. Since NYW has Groups and Wing must maintain records per the regulations it is essential that each Group maintain records that are passed upwards to Wing and as such must be in the loop for record keeping for all subordinate units.

CAPF 101T Issue

Applications are made on CAP Form 100. The member's unit commander reviews the application with respect to the requirements of CAPR 60-3, the appropriate CAPF 101T, any existing specialty task guides and approves the 101T card. Note that a 101T card is not issued for some specialty ratings. A copy of CAPF 100's authorizing CAPF 101T's is to be submitted to the Group ES Officer who will update the group qualification roster.

Exception: Applicants for Incident Commander and Agency Liaison specialty training are submitted to NYW/DOS for processing and signature by the Wing Commander (this cannot be delegated).

CAPF 101 Initial Specialty Rating

The member's unit commander reviews the application with respect to the requirements of CAPR 60-3 the CAPF 101T and task sign off, before submitting two copies of CAP Form 100 and attached supporting documents to NYW/DOS. To comply with the chain of command these are to be processed thru the Group. The approved 101 card and one copy of CAP Form 100 application will be returned to the members Group for updating the Group Qualification Roster and presentation of the 101 card to the member.

Exception: The General ES Specialty, and only this specialty, may be issued by the Unit Commander to qualified applicants. A copy of the CAPF 100 authorizing the General ES card will be sent to the Group ES Officer and NYW/DOS.

CAPF 101 Renewals

The member's unit commander reviews the application with respect to the requirements of CAPR 60-3, including the two year history of specialty experience, completion of ART, METL and CAPT 116 (if required), other specialty specific requirements, and issues renewed 101 Cards to qualified candidates. A copy of the CAPF 100 authorizing a renewal will be sent to the Group ES Officer and NYW/DOS.

A request to renew a 101 card and add new specialties must be processed in accordance with the initial specialty rating procedure.

Exception: Incident Commander and Agency Liaison renewals are submitted to NYW/DOS for processing and signature by the Wing Commander (this cannot be delegated).

LtCol Bill Hughes, CAP NYW/DOS
4667 Boynton Rd.
Walworth, NY 14568

Additional information

Wing and Region staff members may submit initial issue, upgrade, and renewal requests through the group that covers their home location or directly to NYW/DOS. A courtesy copy of the CAPF 100 should be sent to the "local group" for inclusion in the qualification roster.

The instructions for the CAPF 100 require supporting documentation for all submissions. It also requires a list of the mission numbers and dates that the renewal applicant participated in each specialty (or higher interchangeable specialty) in the past two years. See CAPR 60-3, attachment 4. This requirement applies to all.

Mission Qualifications, Alerting, and Resource List

Groups must maintain a listing of all ES qualified personnel (including their qualified and training specialties) within the Group and subordinate units. NYW/DOS is to receive the updated information at least quarterly or more often if the number of updates warrants.

All units must update their Mission Qualification Roster on a regular basis. Highlight any change and forward to Group for a consolidated Mission Qualification Roster. The common format for transmitting ES qualification information to NYW/DOS will be the Microsoft Excel spreadsheet or Access database as provided by NYW/DOS (other formats may be acceptable but must be agreed to by NYW/DOS). This requirement is imposed by CAPR 60-3, 1-4.a.1. NYW is required to report quarterly to NER.

NYW/DOS mails this list to Group Commanders, Group ES Officers and the NYWg-Info distribution list at least quarterly or whenever there are sufficient updates. There is a link on the NYW web site that will

allow a member to request a copy of this list.

Incident Commanders

Mission Paperwork

Mission packages are to be sent to NYW/DOS, Lt Col Bill Hughes at 4667 Boynton Rd. Walworth, NY 14568. Please DO NOT send to NYW HQ. This applies to all training missions and actual missions.

Incident Commanders will NOT submit CAPF 108's. The responsibility and procedures for submission of CAPF 108's for corporate owned aircraft is specified in other NYW procedures. Completing the form 108 is primarily the pilot's responsibility but the Group in custody of the corporate owned aircraft has the ultimate responsibility for ensuring that all 108's are completed properly and submitted in a timely fashion.

Members are responsibility for submission of 108's for any out of pocket expense. CAPF108's must be mailed directly to NYW/DOS as soon after mission completion as possible to expedite reimbursement to NYW.

Note: ALL CAPF 108's will show the payee as HQ NYW CAP. Reimbursement of member out of pocket expenses is accomplished by a NYWF 80 in addition to the CAPF 108.

Any CAPF 108 received by any directorate other than NYW/DOS will be treated as an informational copy.

Note: Reimbursement for CD missions has very specific requirements that are documented by NYW/CDO.

ES Tools

An excel spreadsheet to compute the search effort to achieve a particular POD, chart gridding aids, and the NELR Feedback form for evaluating missions is available on the NYW web site. The CAP-USAF Pamphlet 12 used for evaluating wings is available on the NHQ web site.

The NYWF 9 is also available on the NYW web site <http://nywg.cap.gov> and may be used in lieu of the several forms for small, non-distress missions.

For the Commander



William Hughes, LtCol, CAP
Director of Emergency Services

cc: NYW/CC
NYW/Chief of Staff
NYW/Admin
NYW/DO
NYW/Incident Commanders